

MORGANTOWN MUNICIPAL GREEN TEAM
Meeting Minutes
May 2, 2016

YTGG Organizing Committee Pre-Meeting Minutes

4:30pm–5:00pm (Holly Purpura, Karen Kalafat, Jing Zhang, Pam Cubberly, Chelsi Baker)

After reviewing YTGG activities implemented since the April meeting, the committee discussed the following:

- Holly and Jing reviewed plans for a bicycle safety and infrastructure community forum cosponsored with the city's Bicycle Board. Jing decided that such a meeting might not bring out enough people if it took place just after work. He preferred to create an informational display with pamphlets on the same topics that would have been discussed at the forum. Holly will look into other ideas for the next YTGG community forum this spring.
- Pam noted that she has been trying to encourage a number of resource persons to hold "how to go green" workshops so that she can put together a unified "How2GoGreen" series under YTGG auspices. She will continue to post any such events on the YTGG calendar and will work this summer to get enough workshops organized so she can promote them as part of a YTGG series through news releases etc.
- Chelsi noted that the city was beginning renovations in City Hall and the Public Services Building and may be open to finding greener options in carpeting, tiles, painting, and lighting. We could ask for assistance on this from NETL staff, based on our tour there in March. We should ask Jeff about this during our time with him later.

5:00pm–5:30pm (also attending: Jeff Mikorski Morgantown, city manager; Jenny Selin, City Council; Alex Davis, WVU engineering undergraduate; and Hari Jammulamadaka, IAC graduate student)

- *Pam Cubberly* briefly described what had led the Green Team to propose that the city collaborate with WVU's Industrial Assessment Center on energy efficiency in city government buildings (see attached). *Jim Kotcon* as the team's energy committee chair would serve as the Green Team's mentor to *Alex Davis* should the city approve the idea. Jim is well versed on past city energy efficiency efforts.
- *Jeff Mikorski* then offered his official approval of the proposal, saying that it was a very good and timely idea. An unpaid WVU intern supported by IAC was a fantastic opportunity given the city's current inability to pay interns, although they hoped to do so in the future. He noted that, since the Constellation Energy performance contract began 5 years ago, utility bills had reflected an expected reduction. Another milestone was construction of the city's only LEED-certified fire station. It was a good time to look for other opportunities to save energy and money. The city has recently reorganized some of its departments to separate engineering staff from departments handling streets, parking, and public works, so the city's chief engineer, *Damien Davis* and a new assistant engineer expected to be hired would have more time to attend to energy efficiency and other concerns. This collaboration should also involve facilities managers and department heads, including *Kenny Halloway*.
- *Hari Jammulamadaka* in addition to some initial technical questions noted that IAC would need to formalize the arrangement with the city through some paperwork.
- *Jim Kotcon* arrived and he, Hari, and Alex left to meet separately to work out details (see below).

Action: An initial meeting between Damien, Hari, Alex, and Jim was scheduled for Thursday, May 5, at 1:30pm, at City Hall.

Regular Green Team Monthly Meeting:

5:30pm–6:00pm (joining the meeting were City Engineer Damien Davis; Ella Belling, Mon River Trail Conservancy; and Doug Milbrand)

- **IAC collaboration proposal.** Jeff Mikorski's approval of this collaboration was noted and a few questions answered.
- **Recycling.** City Recycling Intern Amanda Stoner then asked Jeff to okay her work on a city application (due July 1) to the State of West Virginia for a grant of as much as \$150,000 primarily for recycling education. If approved, the grant would cover January 2017–February 2018 (14 months). Jeff indicated his approval of the application, which would mainly be for fridge magnets & recycling bin stickers listing what can/cannot be recycled so households do not contaminate recycling bins with trash.

The team noted a number of other questions Amanda would need to work out for an accurate estimate of costs in producing stickers and magnets, for example, number of households in city (number of pieces to produce) and format/size/color(s) of magnets and stickers. Getting some estimates for different configurations are necessary to have an accurate figure in the grant application. Both Chelsi and Pam have experience in doing such estimates and could help her think this through. Another issue might be the means for and cost of distribution of these items to households. In addition, a shortened version of the new list of dos and don'ts finalized recently with Greenstar staff may be needed to fit a smaller sticker/magnet format; it should be decided how best to do this to encourage correct sorting by residents.

Actions: Jeff arranged for Amanda to meet with himself, Damien Davis, and Tom Arnold on that Wednesday (May 4) at 1:00pm in order to get the data and documents and other details she needs to complete the application.

- **City technical assistance to Green Team.** The team asked Jeff if it could regularly invite Tom Arnold and Damien Davis to meetings that required technical and other assistance on specific topics, to which Jeff agreed.

Action: In the future, the team will invite both Tom Arnold and Damien Davis to specific meetings requiring their technical and other expertise. It was noted that the next few meetings would almost surely involve discussion of the recycling application and the IAC collaboration, on which their input would be very important. Pam said she would make sure that they were both apprised of all Green Team meetings and agendas in case they wished to attend for any reason and to copy them on relevant email related to recycling and the IAC collaboration.

- **“Greening” city building renovation.** Chelsi and Karen Kalafat asked Jeff about opportunities to “green” aspects of upcoming renovations in City Hall and the Public Services Building. The team had gained useful information from its tour of NETL facilities in March, which might prove useful in planned replacement of carpeting and tiles, painting, woodwork repair, etc. Jeff agreed that the team should pursue information on how NETL had “greened” its facilities but should do it quickly.

Actions: Karen Kalafat volunteered to contact NETL staff for more information, if Jeff/Chelsi could give her a list of what the renovation involved. Pam agreed to put her in contact with Jeff Kanosky at NETL.

6:00pm–7:00pm (after Jeff Mikorski and Damien Davis left)

- **IAC collaboration.** Jim Kotcon reported on his meeting with Hari and Alex on the IAC collaboration. They had agreed to meet on Thursday, May 5, at 1:30pm to discuss in detail specific tasks for Alex Davis to address at first. Jim agreed with Hari's interest in looking first at control systems. They had also discussed what were major opportunities to save energy/money, particularly switching street lighting to LEDs. He briefly reviewed the reasons that headway had not been made on this obvious opportunity; in short, Mon Power had not wished to purchase LEDs. However, support from Jeff Mikorski and Damien Davis might turn this around.
- **YTGG Communications.** The team then discussed two opportunities to educate and inform Morgantown residents on how to be green.
 - **YTGG column in Dominion Post.** Chelsi Baker has been looking for opportunities to promote the YTGG in the media and through city communications, most notably, story ideas and releases to the

Dominion Post and through the city's online newsletter. The team discussed whether it might be possible to get a regular YTGG column or feature once a month. Team members knew writers who might be interested in contributing columns, including some of the resource people for the Green Households Fair. Team members could also contribute.

Actions: Chelsi offered to contact DP's Cassie Shamer on a regular column and brainstorm topics and writers. Karen Kalafat offered to write something about re-using and recycling items in Morgantown through various stores, charities, and online sites. Jing Zhang offered to serve as the key contact for ideas and writers and work with Chelsi to develop this idea further.

- **YTGG "Sustainable Saturday" Twitterfeed.** Chelsi said she was thinking through an idea for a weekly YTGG-related Twitterfeed called "Sustainable Saturdays" on the same theme—how to go green—and asked that the team discuss this at the June meeting. In the meanwhile, team members were welcome to contribute short bits of positive information on how to go green.

The team then turned to several additional topics:

- **Recycling at Mon River Trail Conservancy June 4th Half Marathon.** Ella Belling asked if anyone on the team or anyone they knew might take on a small project during the MRTC's Half Marathon of setting up and managing a site where runners could drop off unwanted items for recycling.

Action: Jing Zhang offered to set up the site and manage it for at least part of the time. He and Ella agreed to talk about this more later.

- **Trash buildup behind Morgantown Dam.** Jenny Selin noted that she had talked with someone who said it was possible to push the trash that builds up behind the dam to one side and the trick was how to collect and dispose of it. The team discussed whether such trash was toxic or had to be treated as toxic.

Action: Ella Belling offered to talk with the WVDEP Make It Shine Program staff to see if they do/fund this kind of disposal.

- **Parks levy.** Ella Belling expressed strong concern about whether the parks and other levies on the May 10th ballot would reach the 60 percent minimum support required for passage. She was working in whatever way she could to convince voters, especially those who actually used the various facilities involved to vote for the levies and convince their friends and neighbors. She asked the team to do whatever they could in the time left before May 10th. Several team members mentioned specific actions they had already taken to promote several or all the levies, mostly online posts etc. Pam noted that Holly and she had been the ones to suggest to the League of Women Voters to hold the levy discussion as one of their public meetings for the May 10th ballot.

- **Report on Woodburn.** The agenda for the May meeting included the following report from Chris Haddox from the Woodburn Commission:

"The Woodburn Commission is hoping to announce another partner/tenant in the coming weeks. This will add to the tenant mix that currently includes the Boys and Girls Club, PopShop, Friends of Deckers Creek and Girls on the Run.

Also, they are now focused on the redevelopment of the playground area. Their goal is a fully accessible, family play area that will include a splash water feature and community garden area. Additionally, they are looking at developing another walking connector across from the playground that would link the property more closely with the Jerome Park neighborhood via a crosswalk across Richwood Avenue.

The Woodburn Elementary grounds are a key neighborhood green space that belongs to all of Morgantown, not just the Woodburn neighborhood!"

Attachment:

- Green Team Proposal to City on IAC Collaboration



Project Proposal

Morgantown Municipal Green Team

To: Jeff Mikorski, Morgantown City Manager
CC: Damien Davis, Public Works Director/City Engineer
Chelsi Baker, Communications Director
From: James Kotcon, Pamela Cubberly, & Karen Kalafat, Green Team Energy Committee
Date: 04/28/16
Re: Proposal for City collaboration with the WVU Industrial Assessment Center on a next-stage energy efficiency initiative

In the past decade, the City of Morgantown has taken a variety of steps to reduce its overall energy use in order to save money, promote a healthier environment, and reduce its carbon emissions. Some cost-effective opportunities—notably the performance contract with Constellation Energy—have already been undertaken. It is time for the City to identify the next level of opportunities or “low-hanging fruit,” particularly those that will pay for themselves in the long term.

Proposal Summary

The Morgantown Municipal Green Team proposes that the City of Morgantown assess (1) what has been accomplished, (2) what has been identified but not yet addressed, and (3) opportunities not yet considered. Given limited budgets, the Green Team also proposes the City approve an unpaid summer intern to work with the Green Team and City staff to research actions and means available to implement “next-stage” energy-saving ideas. This could involve taking advantage of local (see below), state, and national (e.g., U.S. Department of Energy) forms of assistance available.

Local Assistance Available

As part of Morgantown’s 2016 Year to Go Green, the Green Team has developed contacts with a variety of institutions to encourage their taking next steps toward YTGG goals of clean air, water, and energy. Several institutions have expressed interest in lending a hand to other organizations and businesses as a way of participating in YTGG. Two institutions have expressed interest in helping the City in this respect:

- **The National Energy Technology Laboratory (NETL)** is a model of energy efficiency, waste reduction, and water quality protection. Earlier this month, the Green Team toured NETL facilities and spoke to a range of its staff on how it might participate in the Year to Go Green. NETL is very willing to share its substantial experience in energy-efficient building and use of renewable energies, as well as helping the Green Team and Friends of Deckers Creek to host meetings or seminars for Morgantown businesses on energy efficiency.
- **WVU’s Industrial Assessment Center (IAC)** provides no-cost energy assessments to small and mid-sized manufacturers as well as municipalities, in the process “producing energy-savvy engineers with specialized technical knowledge on industrial energy assessments that result in energy savings, waste reduction, sustainability, and productivity improvement.” IAC has already participated in the City’s Sustainable Morgantown Initiative by providing energy audits to a number of City residents as part of the initiative’s Phase II. It also contributed a speaker to the first community forum on Energy and Business organized by Friends of Deckers Creek for the Year to Go Green, held this past March.

Proposed Collaboration with IAC

Assessment is the first step in identifying new opportunities for the City to save energy. This proposal focuses on City of Morgantown collaboration with the WVU Industrial Assessment Center to assess additional opportunities to save energy and find the means to implement them. This research is expected to lay out a series of steps the City may choose to take in reducing its energy use.

Dr. Bhaskaran Gopalakrishnan (Dr. Gopala) heads the Center, which trains both undergraduate and graduate students in industrial energy assessment. The Center is funded through a number of grants from the U.S. Department of Energy, the West Virginia Department of Environmental Protection (WVDEP), and others, which occupy the bulk of the Center's work. However, he did identify two ways the IAC is most likely to be able to immediately assist the City on energy efficiency:

- *WVDEP.* This state agency has contracted with the IAC to do assessments of selected county buildings in the state under the "Sustainable Communities Model." Dr. Gopala said he would contact WVDEP to see if the City of Morgantown might qualify for such assessments.
- *Senior Design Project.* According to Dr. Gopala, the most likely immediate opportunity is to recruit an IAC student to undertake a Senior Design Project this summer in fulfillment of IAC requirements for graduation. He succeeded in recruiting Alexandra Davis, currently a junior who has taken a number of engineering courses, and according to Dr. Gopala "has good engineering skills and good work ethics." Ms. Davis has agreed to take on the project if the City agrees to it.

The Green Team proposes that the City take Ms. Davis on as an unpaid summer intern with the possibility of a recommendation for good work as additional incentive. Dr. Gopala has proposed that IAC graduate student Hari Jammulamadaka (who spoke at the Energy and Business forum in March) serve as the chief graduate student mentor for Alex for this project and Dr. Gopala and other IAC graduate students/staff would help her as needed. The Green Team's James Kotcon has agreed to serve as Green Team mentor, meeting with her regularly to review her work and propose additional avenues to research. In addition, Alexandra would almost certainly need a key contact among City staff. We propose that this ideally be City Engineer Damien Davis or designee to help direct her to the individuals and records/data she needs.

Summer Internship Tasks/Goals

- Review the initial Constellation Energy (formerly CTL) audit that led to the first Energy Service Contract with the same company.
- Review follow-up reports that Constellation Energy submitted from 2011 to the present
- Identify City infrastructure and vehicles that create the largest demands for energy and the location of related meters that measure this use.
- Identify existing City purchasing policies for infrastructure, including computers, heating and cooling, lighting, etc., which could be used to influence energy savings.
- Identify changes in practices by City employees that might achieve energy savings.
- Identify incentives to City employees to conserve energy and develop means in which City employees can contribute ideas to the mix of options.
- Brainstorm with City engineer(s), department heads, building managers, and other relevant staff familiar with energy use and loss in City buildings on "low-hanging fruit" to take advantage of, including what can be addressed through normal schedules of replacement, modifications in employee practices, or cost-effective investments.